Use this report to display a list of employees that are currently on Leave and do not have a completed Return for Leave action.

1. From the main screen, type transaction code: **ZPAR019**.

2. Click the **Enter** button or press **Enter** to continue.

3. *Reporting Period* – Choose a period from the list.

4. There are a couple of ways to search using this report:

   - Click **Further selections** to add additional search fields. For example **Organizational Unit**.

     Highlight the field name from the left, then click the **Add** button .
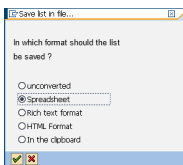   **AND/OR**

   - Enter selection criteria, for example **Organizational Unit**.

   NOTE: Click the **Multiple Selection** button to enter more than one criterion.

5. Click the **Execute** button or press **F8** to execute.

6. The report displays.

   Export to Excel

   - From the menu bar choose:
     List ➔ Export ➔ Local File

   - Choose Spreadsheet.
   - Choose the file location and type the file name.
   - Click **Generate**.

7. Click the **Back** button or press **F3** to return to exit the report.

The Action Type, Reason for Action, and Personnel Area are already set for you.